



PLANNING FOR YOUR SPECIAL EVENT



Loudoun County
SPECIAL EVENTS
COMMITTEE

Contact the Special Events Committee to coordinate a preliminary discussion about your special event.

703-737-8919

Special Event Coordinator
Howard A. Dotson

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Its location in Northern Virginia, the beauty of the surrounding countryside and the historic value of the area is reason enough for anyone wishing to conduct a special event to look to Loudoun County as that special place to hold their event.

The attached Planning Guide and Request for Event Planning Information brochure is designed to assist you in evaluating the needs of your special events. When returned, the Events Planning Information brochure will assist us with providing you with the required city, county and state permit applications and service guides.

Our goal for a safe and successful event is to ensure that all permits, licenses and site safety plans/procedures are accomplished at least 30 days prior to the start of your event. There are certain procedures that can not be completed until just a few days prior to your event but the above mentioned preparations in place well in advance will ensure no last minute problems.

As an event organizer, you are a very important member of our public health and life safety team. We appreciate your participation.